

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION (Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE SPECIFIC SCHEDULE NO. 900-011 VIRGINIA HOUSING DEVELOPMENT AUTHORITY SERVICING AND COMPLIANCE- HOUSING CHOICE VOUCHER PROGRAM

The schedule of the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:						
AGENCY HEAD OR DEPUTY	AGENCY APPROVAL	STATE APPROVAL STATE RECORDS ADMINISTRATOR				
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COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE AUG 1 8 2010

AGENCY RECORDS OFFICER

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POLICIES FOR RECORDS RETENTION AND DISPOSITION

- This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the Code of Virginia for the retention and disposition of the records as stated on the attached page(s).
- 2. This schedule supersedes previously approved applicable schedules.
- This schedule is used in conjunction with the Certificate of Records
 Destruction (RM-3 Form). A signed RM-3 Form must be approved by the
 designated records officer and on file in the agency or locality before
 records can be destroyed. After the records are destroyed, the original
 signed RM-3 Form must be sent to Library of Virginia (LVA).
- 4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to LVA.
- All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
- All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.

- 7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of the Virginia Administrative Code, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
- 8. Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
- Under the Virginia Public Records Act, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
- Unless otherwise directed, files are closed out at the end of each calendar
 or fiscal year as appropriate. Retention periods start at that time.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION		
Agency Quality Control Reviews This series consists of the reviews and audits for contracting agencies that administer the Virginia Housing Development Authority (VHDA) voucher program.	000535	Retain 3 years after completion of audit then destroy.		
Annual Financial Records This series consists of budgets, requisitions, year-end financial statements, Department of Housing and Urban Development (HUD) forms, correspondence to and from the housing authority, and revisions made to the documentation.	000536	Retain 7 years after end of fiscal year then destroy in compliance with No. 8 on schedule cover page.		
Funding Records This series consists of worksheets and other documentation used to determine the amount of funding to be reserved. This series may include, but is not limited to: notification letter to the housing authority or grant recipient, Annual Contributions Contract (ACC)list, project accounting data, Lotus worksheets, and HUDCAPS reservation pricing screen prints.	000537	Retain 7 years after end of federal fiscal year then destroy in compliance with No. 8 on schedule cover page.		
Program Ledger This series consists of the program ledger used to document the receipt, transfer, and expenditure of funds within the Housing Choice Voucher Program (HCVP).	000538	Retain 7 years after end of fiscal year then destroy in compliance with No. 8 on schedule cover page.		
HUDCAPS Reconciliation Records This series consists of reconciled files required to be maintained in the Central Accounting and Program System (HUDCAP)for each Rental Certificate, Renter Voucher Programs, and each Moderate Rehabilitation project.	000539	Retain 7 years after end of fiscal year then destroy.		



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION			
HUD Contract Records: Annual Contributions Contracts(ACC) This series consists of the initial Annual Contribution Contract (ACC) and all amendments. This series may include, but is not limited to: letter amendments for approval of non-funding changes and policy changes in effective or expiration dates.	000540	Retain permanently in agency.			
Moderate Rehabilitation Records This series documents the approval of properties for the Moderate Rehabilitation rental assistance program. This series may include, but is not limited to: applications, personal and financial information, approvals, and supporting documentation. 24CFR 882 subpart D and E.	000541	Retain 7 years after completion of project then destroy in compliance with No. 8 on schedule cover page.			
Public Housing Authority (PHA) Plan This series consists of 5-year and annual plans submitted to HUD by public housing authorities in accordance with 24 CFR 903 subparts 1 thru 25. This series may include, but is not limited to:certifications, notices, and related correspondence.	000542	Retain 3 years after completion of project then destroy in compliance with No. 8 on schedule cover page.			
Section 8 Management Assessment Program(SEMAP) Certifications This series consists of SEMAP certification forms submitted to HUD by housing authorities in accordance with 24CFR 985 subpart 1 thru 109. This series may include, but is not limited to: certifications, appeals, notifications, corrective action plans, and related correspondence.	000543	Retain 3 years after completion of project then destroy.			



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
Utility Allowance Schedules This series consists of utility allowance schedules submitted to HUD by housing authorities in accordance with 24CFR 982. 517. This series may include, but is not limited to: worksheets and working papers to establish the schedules.	000544	Retain 3 years after completion of project then destroy.
W-9 and Vendor Direct Deposit Forms This series consists of W-9 and vendor direct deposit documentation to pay vendors the voucher rental assistance Housing Assistance Payment (HAP) payments.	000545	Retain 3 years after inactive/last payment to the payee then destroy in compliance with No. 8 on schedule cover page.